

**MINUTES OF MEETING OF THE BOARD OF COMMISSIONERS**

**June 8, 2022**

**THE STATE OF TEXAS  
COUNTY OF MONTGOMERY**

**MONTGOMERY COUNTY EMERGENCY SERVICES DISTRICT NO. 4**

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The Board of Commissioners (the "Board" or the "Commissioners") of Montgomery County Emergency Services District No. 4 (the "District") met in regular session, open to the public, at Needham Fire Rescue, Co. ("NFR") Station No. 61, 9430 State Highway 242 East, Conroe, Texas 77385, the regular meeting place of the District, on Wednesday, June 8, 2022, at 11:30 a.m.; whereupon, the roll was called of the members of the Board, to-wit:

Brian Arceneaux	President
Roxann McDaniel	Vice President
Mark Abbey	Secretary
Raymond Veit	Treasurer
Karen Keels	Assistant Secretary/Treasurer

All members of the Board were present, thus constituting a quorum. Also attending the meeting were the following District employees: Fire Chief Kevin Hosler; Chief Randy Doyle, Assistant Chief of Administration; Chief William Dicker, Assistant Chief of Operations; Mrs. Alison Doyle; Ms. Emily Daley; Mr. Colwyn Lee; Lieutenant Ryan Sadler; Lieutenant Steven Polonski; Lieutenant Jeffrey Zepeda; and Lieutenant Tristan Murphy (via videoconference). District consultants in attendance were: Ms. Regina D. Adams (via videoconference) and Ms. Sholeh Abedinzadeh (via videoconference), attorneys, and Ms. Raechel Rodriguez (via videoconference), legal assistant, of Radcliffe Bobbitt Adams Polley PLLC (the "Attorney" or "RBAP"), attorney for the District. Also in attendance were: Mr. Brent Maddux; Ms. Marcie Zepeda; Mr. Feliz Zepeda; Mr. Roy Zepeda; and Mrs. Maureen Arceneaux.

WHEREUPON, the meeting was called to order at 11:48 a.m. and evidence was presented that public notice of the meeting had been given in compliance with the law. The posted notices of the meeting are attached hereto.

**PUBLIC COMMENT**

The President then recognized Mr. Maddux who indicated his concerns with the District's transparency, website and general counsel invoices.

**DISTRICT STAFF AWARDS, RECOGNITIONS AND/OR PROMOTIONS**

Chief Hosler swore in Lieutenants Zepeda, Sadler and Polonski.

**APPROVE MINUTES**

The Board considered approval of the May 11, 2022 regular meeting minutes, which were previously distributed to the Board. Upon motion by Commissioner Veit, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to approve the May 11, 2022 regular meeting minutes.

**MINUTES AND FINANCIAL STATEMENTS OF NFR BOARD OF DIRECTORS MEETING**

There was nothing to review at this time.

**TREASURER'S REPORT**

Commissioner Veit next presented to and reviewed with the Board the Treasurer's Report. Upon motion by Commissioner McDaniel, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to approve the Treasurer's Report.

**MONTHLY INVOICES AND PAYMENTS**

Mrs. Doyle then presented to and reviewed with the Board monthly invoices and pending payments for authorization, including two (2) Spirit of Texas loan payments for a platform ladder truck and Station No. 62 construction due July 1, 2022. Upon motion by Commissioner McDaniel, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to authorize payment of the monthly invoices, as presented, including the two (2) Spirit of Texas loan payments.

**SCHEDULE FISCAL YEAR ENDING ("FYE) SEPTEMBER 30, 2023 BUDGET MEETING(S) ("2023 BUDGET MEETING")**

Chief Hosler recommended the 2023 Budget Meeting be held the first (1<sup>st</sup>) week of August 2022. After further discussion, it was the consensus of the Commissioners to schedule the 2023 Budget Meeting on August 8, 2022 at 11:00 a.m.

**STATUS OF RELOCATION OF THE DISTRICT ADMINISTRATION BUILDING**

Chief Hosler reported that staff was packing to move the offices located in the District Administration Building and would be fully relocated by the next day. Chief Hosler noted the District Administration Building would be moved during the Station No. 61 construction.

**SALES AND USE TAX REPORT**

Mrs. Doyle reviewed the Sales and Use Tax Report with the Board. Upon motion by Commissioner Veit, seconded by Commissioner Keels, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Sales and Use Tax Report.

## **TAX ASSESSOR-COLLECTOR'S REPORT**

- Ms. Adams presented to and reviewed with the Board the monthly Tax Assessor-Collector's Report. Upon motion by Commissioner McDaniel, seconded by Commissioner Abbey, after full discussion and the question being put to the Board, the Board voted unanimously to accept the Tax Assessor-Collector's Report.

## **STATUS OF STATION NO. 61 CONSTRUCTION**

Chief Hosler reviewed with the Board the status of the design of Station No. 61. Chief Hosler noted the issues with the proposed detention pond have been resolved and that the District will can anticipate a significantly lower construction cost with regard to same. Chief Hosler noted that Grossman Design Build would be funding the costs associated with the utilization of a new architectural firm under the design-build model.

## **FIRE CHIEF'S REPORT**

Chief Hosler then reviewed the Fire Chief's Report with the Board. Chief Hosler reported that, in May, the District and NFR responded to 216 service calls, 35 of which were out of District, with an average response time of 6:31 minutes.

Chief Hosler reported that there was an accident with the bay door at Station No. 61 and, to resolve this recurring issue, double bay doors will be installed at the proposed Station No. 61. Chief Hosler noted other various maintenance was being completed in-house, including a fence removal.

Chief Hosler went on to recommend that the District's website be rebuilt and stated that he anticipated having a presentation from a web developer at the July Board meeting. Ms. Adams noted that she would schedule a call with the suggested web developer to discuss the statutory requirements for the District's website.

In response to a question from Commissioner Veit regarding an insurance claim, Chief Hosler stated that insurance paid the District's claim for repairs to Deputy Chief Larry Weaver's vehicle due to rock damage.

## **REVIEW AND APPROVE FIVE (5) AND TEN (10) YEAR CAPITAL IMPROVEMENT PLANS**

- Chief Hosler requested the Board table this matter until the July Board meeting.

## **REVIEW PERSONNEL MATTERS**

There was nothing to review.

## **REVIEW DISTRICT REAL ESTATE MATTERS**

Chief Hosler reported that all matters were being resolved.

**REVIEW CITY OF CONROE (THE "CITY") ANNEXATION MATTERS**

Chief Hosler reported that there was no ad valorem tax due to the District for the property annexed by the City in October 2020.

There being no further business to come before the Board, the meeting was adjourned at 12:33 p.m.

PASSED, APPROVED, AND ADOPTED this 13<sup>th</sup> day of July, 2022.



  
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Secretary, Board of Commissioners